

Municipal Services Committee
Regular Meeting
Tuesday, January 30, 2018 5:00 pm
Water & Light Shop, 15 Old Highway 92, Evansville, WI

MINUTES

1. **Call to Order.** Brooks called meeting to order at 5:00 p.m.
2. **Roll Call.** Brooks, Cole and Dobbs were present. Also present were Reynolds, Hurtley, Renly, Rigg, Sergeant, Neely, Berquist and resident Juan Fonseca.
3. **Civility Reminder.**
4. **Agenda.** Motion to approve the agenda as presented. Cole/Dobbs. Motion passed 3-0.
5. **Minutes.** Motion to waive the reading and approve the minutes as printed from the December 19, 2017 regular Municipal Services. Cole/Dobbs. Motion passed 3-0.
6. **Citizen Appearances.** None
7. **Customer Concerns.** None
8. **Staff Report** – Rigg gave an update on some changes to inventory procedures and what is counted to relieve time in audit. These changes will stream line the process and not have small items counted. Brooks asked about the costs being recouped and Rigg said maybe a general overhead or materials charge may be added to cover multiple small priced items. The cost to count is more than the gain in charging small price items. Sergeant gave a handout of a lot division for parcel 6-27-959.3 (Tax ID 2220730015) located at 720 Brown School Road. The committee must review but is not required to vote. If the committee has any concerns they want addressed before a vote and discussion at council, they were encouraged to express them. The committee expressed no concern at this time.
 - a. **Sewer back up at 450 Badger.** Juan Fonseca at 450 Badger Drive spoke about his sewer back up issue. He went in detail about the miscommunication that occurred between himself, staff and contractors and how it lead to his house not having sewer connection for months. The City lined the sewer and covered his access due to concerns of the lateral being faulty in September. The sewer liner was opened Monday January 29, 2018. Rigg said the City should cover the cost for cleaning up and Brooks asked the committee review his bills next meeting for potential credit application.
9. **Superintendent Report**
 - a. **Parks and Recreation Report.** Rigg had no report other than the park road is still closed. Hurtley asked about ice skating. A few residents asked if the City would plow the lake and open the warming house. Hurtley said there is nothing stopping people from shoveling it and last time we plowed it a truck went through the ice. Currently ice is too thin to risk a truck on it. Brooks said he received a call from 4-H in Janesville about giving the City some picnic tables. Brooks referred this to Ray as he would best be able to determine how many we may need and where they could go. Sergeant said that the lake still needs some brush and tall grass around parts of the lake for Bird City status. There is tall grass and brush on the west half of the lake.

- b. **AMI Project** – Rigg reported that we installed many meters last few weeks. The City has about 200 meters in the rural route to finish the whole rural section freeing 3 days of meter reading eventually. Staff will have to hold back on some meter installs until Donna is back around the 19th of February. We also are going to look at shifting some days of starting meter reading in March to allow time for installs in Book 1 and staff having time to enter them in without a pile up. Brooks asked about the summer meter reading and Rigg said they still planned for that in 2018.
- c. **Municipal Services Facility Study.** Committee decided not to make a motion but simply comment on the draft so a final report can be submitted. Main areas of discussion were the women's locker room was not equal enough in access and underrepresented in stalls. If the City is not going to have staff for a reception then an alternative for the space should be made. The details should be less in the final report so people do not conclude this is an accepted floor plan. This report is conceptual and made to determine what space we need and how much it costs. Cost savings associated with servicing the vehicles of the Police Department and potentially the EMS department need to be explored.
- d. **Updates on water wells.** Well #1 is still not on. The DNR is in the second review of the mixing plan between Well #1 and #2. Well #3 will not be shut down for maintenance until the plan is approved by the DNR.

10. City Engineer Report

- a. **Westfield Meadows & Windmill Ridge.** None.
 - b. **WWTP (Placeholder)** – Motion to approve scope of services with Town and Country Engineering for construction administration and resident engineering on the WWTP upgrade project. Cole/Dobbs. Motion passed 3-0.
 - c. **Franklin/Jackson/Kinsey reconstruction update.** None.
 - d. **Westside Booster Station.** Review and consider approval of the Westside Booster Station Study. Berquist went over the different options and executive summary with the Committee. The committee concluded that adding a new well and tower or raising the existing tower 12 feet was either too expensive or too problematic. The most economical solution that would not potentially add too much water pressure in the older part of town is to build a booster station. Methods of payment and how to connect to existing customers is to be explored later.
11. **WPPI Report.** Brooks asked that we add appointment of Chad Renly to WPPI board as Evansville's alternate in the February meeting.
- a. **Written report.** Neely gave his report. Blue Scope is looking at adding some solar panels and moving three separate meters into one. National Theater for Children was well received. Rebate for the VFD motor replacement went through. One high bill complaint was investigated and the error was found and corrected.

12. Old Business

- a. **MUTCD and ADA Sign Compliance.** Rigg noted that new stop sign locations were decided and will be coming in an ordinance.

13. **New Business.** Decision about building a new salt shed or finding some kind of an arrangement needs to be made due to Rock County's decision to no longer sell to the City under current conditions.

Rigg stated that an audit was done of the billing program by Civics. There were over 800 non-altering errors that needed correction just to make the system 100%. This can be accomplished with a simple script. There were over 250 errors that require further investigation. Many could be from the people doing the audit not understanding some of the details of the customer. Many of the errors are on same account. An example would be one property with residential electric meters and a commercial water meter would be a business with upstairs apartments the auditor would not know. Any errors that would appear to have bill altering affects will have to be isolated and recalculated.

Hurtley asked if the committee would sell the wood burning heater for DPW. Reynolds said to keep it going where it would work for the shop requires a person to be there every hour to throw in new wood. Rigg and Renly were given permission to investigate a fair price and sell to an interested party.

14. **Upcoming Meeting Date, February 27, 2018 at 5:00 pm.**

15. **Motion to adjourn.** Dobbs/Cole. Motion passed 3-0 at 6:59 p.m.

James Brooks, Committee Chair

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